



*State of New Jersey*  
**DEPARTMENT OF HEALTH**

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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

MARY E. O'DOWD, M.P.H.  
*Commissioner*

February 2013

TO: New Jersey Hospital Administrators and CEOs

FROM: Alison Gibson, RN, MA, MPA  
Assistant Commissioner, Health Facilities Evaluation & Licensing

Christopher R. Rinn  
Assistant Commissioner, Public Health Infrastructure, Laboratories, &  
Emergency Preparedness

SUBJECT: Notification of Reportable Events

The Department of Health (Department) licensing standards for health care facilities require that facilities notify the Department's Assessment and Survey Unit of reportable events in accordance with State regulations N.J.A.C. 8:43E-10.11 (a)-(d). Currently, the Department is notified of reportable events via telephone or fax. A new mechanism for reporting has been developed in order to streamline communication between facilities, the Assessment and Survey Unit, and the Division of Public Health Infrastructure, Laboratories, & Emergency Preparedness.

The Division of Public Health Infrastructure, Laboratories, & Emergency Preparedness (PHILEP) developed Hippocrates, a web-based system that allows for rapidly collecting and disseminating information. Hippocrates has been used by the Department and its partners since 2006 to capture, manage, display and disseminate critical information about New Jersey's health infrastructure status.

Beginning March 11, 2013, the Department will require all hospitals and satellite emergency departments use an electronic form, accessible via the internet, to submit reportable events. This information will be captured by Hippocrates and disseminated to Department staff for follow-up.

Four webinar sessions have been scheduled that will provide training on how to access, complete, and submit an electronic reportable events form via Hippocrates. The webinars will be held as follows:

February 25, 2013  
10:00am-11:00am  
2:00pm-3:00pm

February 28, 2013  
10:00am-11:00am  
2:00pm-3:00pm

Each facility is required to designate at least one representative to participate in one webinar session. Please visit <http://njdoh.eventbrite.com> to register.

Should you have any questions or concerns regarding this matter, please contact Stefanie Mozgai, Program Manager at 609-292-9900.

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